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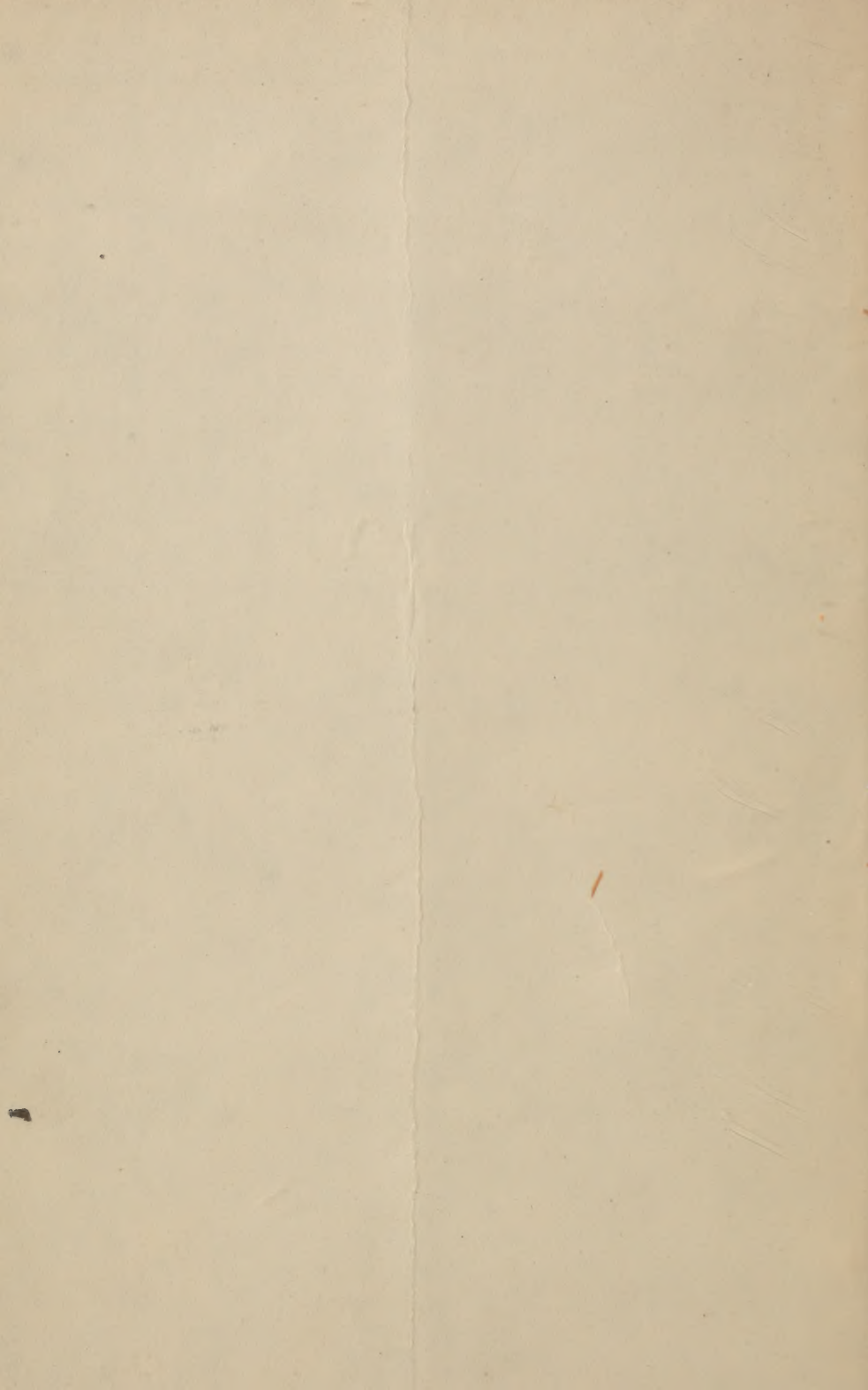
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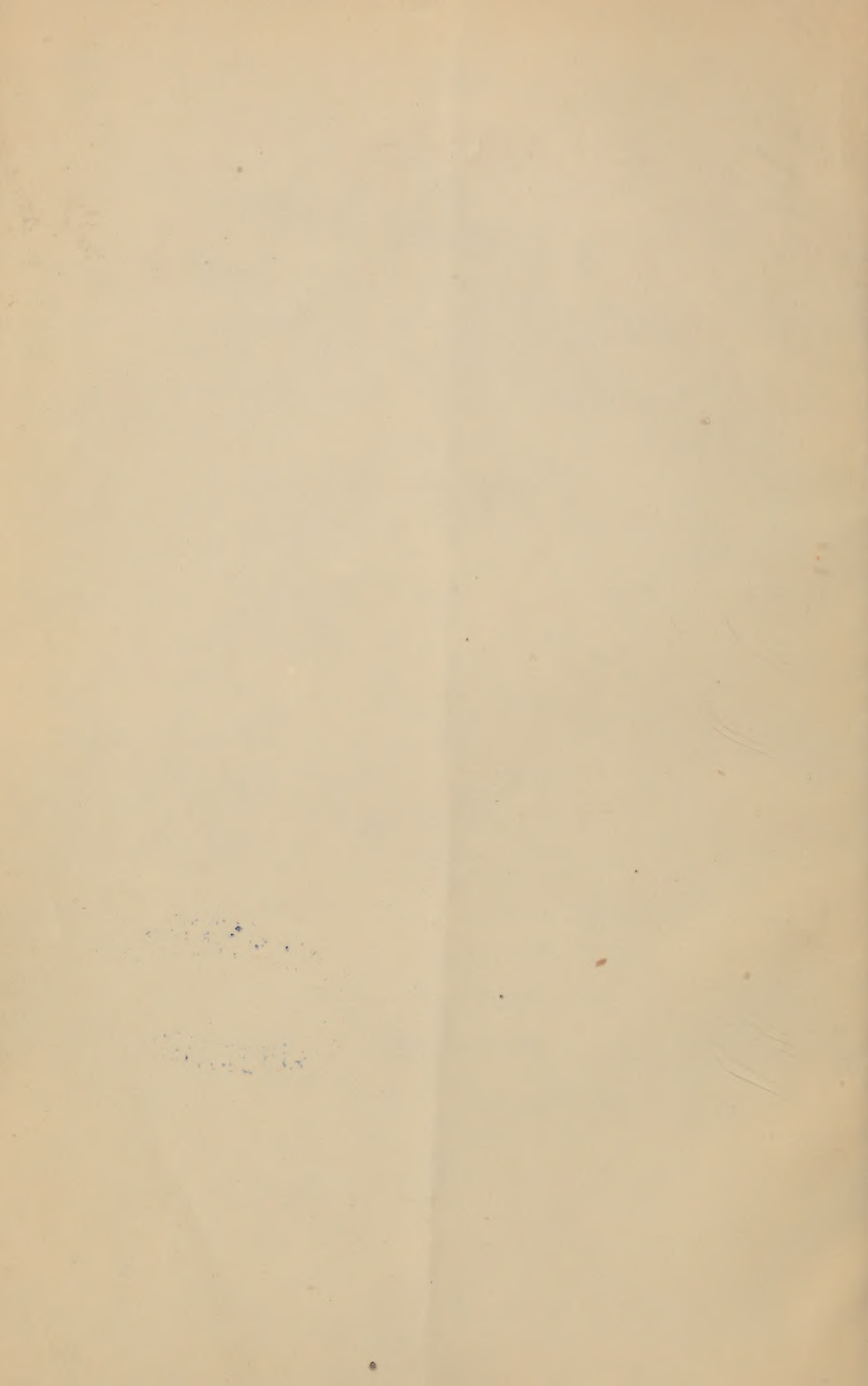
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V  
RULES,  
REGULATIONS

AND

BY-LAWS

OF THE

ARKANSAS

STATE LUNATIC ASYLUM.

LITTLE ROCK.



1883.

Administrator of Geo. Woodruff, State Printer, 219 East Markham Street.

LITTLE ROCK.

OFFICERS  
OF THE  
ARKANSAS STATE LUNATIC ASYLUM.



Board of Trustees.

P. O. HOOPER, President.

T. R. WELCH.

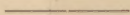
J. M. HUDSON.

J. G. FLETCHER.

J. W. STAYTON.



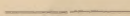
MEDICAL SUPERINTENDENT.....C. C. FORBES, A. M., M. D.



ASSISTANT PHYSICIAN.....J. M. BUCHANAN, M. D.



STEWARD.....V. D. WHITE.



MATRON.....MRS. EMILY C. FORBES.



SECRETARY AND TREASURER.....S. H. BUCHANAN

# RULES AND REGULATIONS.

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## BOARD OF TRUSTEES.

1. The Board of Trustees shall meet quarterly in the Asylum, on the first Wednesday in January, April, July and October, and may meet at any time on the call of the President, and he shall always call a meeting at the request of any two members of the board.

2. The Board of Trustees shall elect one of their number as President, who shall hold his office for two years. The election to take place the first regular meeting after the bi-ennial sessions of the General Assembly of the State. When the President is absent from a meeting, the members present may choose any member present as President pro tem. A majority of the board shall be necessary to form a quorum to transact business.

3. The Board of Trustees, shall appoint an executive committee, consisting of the President, and two members, which shall meet monthly, and also at the call of the chairman, and transact any business entrusted to them by the board, and make report at the meetings of the board.

4. One or more of the trustees shall visit the asylum every week, and inspect the institution, and enter the result of their inspection in a book, to be kept by the superintendent for that purpose. When any member, whose duty it is to inspect the institution, shall find anything requiring the action of the board, he shall call the attention of the board to it, at its next regular meeting, and shall notify the president at once.

5. They shall elect a Treasurer, who is not a member of the board, who shall be ex-officio Secretary. He shall give an approved bond in the sum of ten thousand dollars; which bond shall be made payable to the State, and filed in the Auditor's office, and said bond shall be renewed when deemed necessary.



The treasurer shall receive, collect, sue for, and pay out all moneys belonging to the institution, settle his accounts with the board, at least once in every three months, or oftener if required, and in the month of December of every year with the Auditor of the State.

He shall enter promptly and keep a regular and correct account of all his receipts and disbursements, distinguishing them under appropriate heads so as to exhibit clearly the amounts of the different classes of receipts and expenditures. He shall pay out moneys only as directed by the board.

6. The secretary shall notify the several members of the board of the times of its meeting. He shall attend the meetings of the board, and the executive committee, and record their proceedings, and shall present all papers and business, requiring their action, that have been filed with him, and perform such other duties as the board may require. He shall hold office at the pleasure of the board, and shall not reside in the asylum.

7. The trustees shall appoint a Superintendent, who shall hold his office for four years, unless sooner removed for cause.

8. The trustees shall appoint a Steward, who shall give bond, as required of the treasurer, and shall hold his office at the pleasure of the board.

9. No officer shall resign without giving notice of his resignation three months beforehand.

#### MEDICAL SUPERINTENDENT.

1. The Superintendent shall be a well educated physician and a married man, and shall be the chief executive officer of the asylum.

2. He shall have the general superintendence of the buildings, grounds and farm, with their furniture, fixtures and stock ; and the charge, direction and control of all the patients, and other persons therein, subject to the laws and regulations established by the trustees.

3. He shall, daily, and as much oftener as may be necessary, visit or ascertain the condition of the patients ; and shall prescribe such medical, moral and physical treatment, as may be best adapted to their relief.



4. He shall cause to be kept a record of the name, sex, age, place of nativity and residence, civil, state, and profession or occupation of each patient ; also, as far as can be ascertained, the dates and history of each patient's disease, the time when received, and when removed, and whether cured or improved, whether eloped or dead ; and, if dead, from what cause, together with any other facts and circumstances in each case, useful or usual, in the statistical records of such an institution.

5. He shall, also, keep or cause to be kept, a record of the medical and other treatment adopted, with a statement of its effects, in each case deemed important.

6. He shall receive all communications relating to the concerns of the asylum, and shall attend to and direct all correspondence, causing a record to be kept of such parts as he may judge necessary.

7. He shall determine, under the general direction of the trustees, what officers it may be necessary to appoint, and what attendants and other assistants are necessary to be employed, together with their respective places and duties ; contract with them to perform the services required of them, on such conditions and for such wages, subject to the trustees approval, as he shall deem expedient.

8. He shall constantly see that all persons thus employed by and under him, and all subordinate officers appointed by the trustees perform faithfully the duties required of them ; and to this end shall give such instructions as are necessary to enable them to carry out the by-laws of the institution.

9. He shall be authorized to discharge from service any person employed by him, upon their request, or whenever he shall cease to be satisfied in respect to the performance of their duties ; but in every case of such discharge, he shall forthwith record the same, with the reasons, under an appropriate head, in the books of the asylum.

10. He shall, also, have the power to suspend until the next regular meeting of the trustees, or the executive committee, for good and sufficient reasons, a resident officer ; but in such case he shall give written notice of the fact, with its causes and circumstances, to

the president, or (in his absence or inaccessibility), to one of the trustees, whose duty thereupon shall be to call a special meeting of the executive committee to provide for the exigency.

11. At each monthly meeting of the executive committee, he shall exhibit all the records of the institution; and, at every quarterly meeting of board of trustees he shall give a brief written statement of its condition, mentioning the number of patients received and discharged during the three months last past, with such remarks as he may deem necessary or useful.

12. At each annual meeting of the trustees, he shall present a tabular view of the institution for the year, with full and minute details from the records, and accompanying it with a condensed report of other interesting facts and circumstances illustrating its condition, management and prospects.

13. All moneys advanced for pay-patients, or otherwise collected or received by the superintendent, or by persons employed by him, and belonging to the asylum, shall be immediately paid over to the treasurer.

14. The assistant physician shall perform his duties, and be subject to the responsibilities of the superintendent in his sickness, absence or other cause preventing his performing his duties.

#### ASSISTANT PHYSICIAN.

1. The Assistant Physician shall constantly reside in the institution, exercising a general supervision under the medical superintendent, and shall have the special charge of the wards and patients which may be assigned to him, and subject to be changed from time to time by the medical superintendent.

2. He shall spend as much time in his ward, or with his patients as he reasonably can; shall carefully observe their condition, wants and treatment, and see that they have food, medicines, exercise, amusements, clothing, and bedding suitable for them; shall attend to the warmth, cleanliness, ventilation and good order of the different wards, and when necessary superintend the use of the baths; and shall endeavor in every way to promote the comfort and recovery of the patients; and carry out, as well as he can, the plans and instructions of the superintendent.

3. He shall be in constant communication with the attendants of his wards ; shall see that they are faithful, kind and attentive to the wants of the patients, and vigilant in the discharge of their duties ; shall report immediately to the medical superintendent, all instances of misconduct, unfaithfulness, or neglect of duty of which he may have information ; and shall record all particulars of accidents and escapes.

4. He shall report to the superintendent daily the condition of such of his patients as may be sick, or greatly excited, or requiring restraint, removal, seclusion, or special attendance, or entitled to discharge.

5. He shall keep a record of the cases of such of his patients as require special treatment, describing the symptoms, the changes that occur from time to time, the mode of treatment, and all the peculiar circumstances of each.

6. He shall not absent himself from the institution without due notice to and consent of the superintendent ; and in case of the absence or sickness of the medical superintendent, he shall discharge that officer's duty until his recovery or return.

7. He shall see that the medicine prescribed for the patients, to be put up by the apothecary, or in his absence, by himself, is ready at the appointed hour, and that it is properly administered, and for the purpose of being informed of the wants of the patients for medical and other care, in a timely manner through the attendants who may make reports ; he shall be in the apothecary room as often as possible at the regular periods when the medicine is dispensed therefrom.

#### APOTHECARY.

1. The Apothecary shall constantly reside in the asylum, and the place may be filled by a professed apothecary or by a physician or medical student.

2. Under the direction of the superintendent, and assistant physician, he shall prepare and put up the medicines prescribed, and make such records thereof as are required. He shall keep the apothecary room in order ; wait upon visitors, copy and direct letters, and perform such other services as may be required of him by the superintendent.



## STEWARD.

1. The Steward shall, under the direction of the superintendent, make all purchases for the asylum, and preserve the original receipts thereof, and keep full and accurate accounts of the same, and copies of all orders drawn by himself upon the treasurer; he shall also, under like directions, make contracts in the superintendent's name, with the attendants and assistants, and keep and settle their accounts; he shall also keep the account for the support of patients, and expenses incurred in their behalf, and furnish the treasurer every month with copies of such as fall due; he shall make quarterly abstracts of all his accounts to the last Wednesday of every March, June, September and December, for the treasurer and trustees; he shall also, be accountable for the careful keeping and economical use of all furniture, stores and other articles provided for the asylum, and shall annually, during the third week in December, make out and furnish the trustees with a true and perfect inventory, verified by oath, of all the personal property belonging to the asylum, in and about the premises, with an appraisal thereof, made under oath or affirmation, by himself and two suitable persons whom the trustees shall appoint for that purpose.

2. He shall furnish copies of all accounts (which become due to the institution) to the treasurer, monthly, and oftener if requested so to do by that officer.

3. In all cases of purchases by him, he shall require duplicate bills, on one of which he shall endorse an order upon the treasurer to pay the amount of the bill, and on the other take a receipt for the order given by him on the treasurer.

4. No order of his shall be paid by the treasurer, unless it is accompanied with the bill of items for the payment of which the order was given, nor unless the bill or order was countersigned or endorsed "approved," by the superintendent and president board of trustees.

5. He shall keep one of the duplicate accounts with the copy of the order on the treasurer, in every such case of purchase by him, and make the proper entries under the appropriate head of expenditure in his book.



6. The treasurer may, from time to time, advance to the steward on his own order, specifying that it is to pay petty current expenses, a sum not exceeding one hundred dollars (\$100). He shall keep an accurate account in detail of all such expenses paid out of the sums so advanced to him by the treasurer, and shall settle the same monthly, or oftner, if required. Such account shall be examined and approved by the superintendent before it is settled by the treasurer, and a copy thereof, with vouchers for all sums.

7. He shall account for each sum of one hundred dollars (\$100), which he shall thus receive, before a further advance shall be made to him as aforesaid.

8. In the name of the superintendent, and by his direction in each case, and not otherwise, he shall hire attendants and assistants, and agree with them for their wages; and by like direction, he shall dismiss them when unfaithful, negligent or incompetent; and shall keep and settle their accounts.

9. He shall constantly observe the conduct of all persons employed in subordinate stations; see that in all respects, they do their duty, and report to the superintendent any instance of negligence, misconduct or abuse that he may observe, or of which he may be informed.

10. Under the general direction of the superintendent, he shall attend to the business of the farm, stock, garden, grounds, fences and out-buildings, and see that they are always kept in good order.

11. He shall also, assist in maintaining the police of the establishment, shall see to the opening and closing of the house; and that the attendants and assistants rise and commence business immediately after the ringing of the morning bell, and that they retire at a proper hour at night; that the bell be rung at proper times; that the fires are regularly kindled and extinguished as directed, and that the warmth, cleanliness and ventilation of the house be attended to.

12. He shall go in search of elopers, shall observe the conduct of inmates at the religious and other meetings; and when in the wings and at all times, shall exert what influence he can to promote the comfort and recovery of the patients.

13. No wines, liquors or cigars shall be furnished by him for the tables, or use of any officers or employes of the institution. Wine or liquors shall be provided only for medical purposes.

14. He shall cause to be kept, an account of the clothing of the male patients when they enter and leave the asylum, and see that it is properly marked and preserved by the attendants.

15. He shall also, receive visitors, give them all suitable information, and accompany them to such parts of building and grounds as are open for examination.

#### MATRON.

1. The matron, under the general direction of the superintendent, shall have charge of the domestic concerns of the institution ; frequently inspect every department, and thus assist to secure the neat and orderly arrangement of the whole house, as well as faithfulness in the discharge of duty, of all persons engaged in subordinate trusts.

2. She shall have the more immediate care of the female patients, and that part of the building occupied by them. She shall be present on their admission to the institution and learn from their friends, the superintendent, and from personal observation, the general character of their disease and symptoms. She shall be accountable for their clothing, entering or causing to be entered in a book kept for that purpose, a list of the articles brought, and see that they are properly marked and preserved by their attendants.

3. She shall have frequent intercourse with the female patients, devise judicious occupation and amusements for them ; attend particularly to the wants of the sick ; and in every way, endeavor to promote the comfort and recovery of all.

4. She shall see that the female attendants are diligent in the discharge of their duties, often instruct them as to the manner of their performance ; that they are uniformly kind and pleasant to patients, discreet and regular in their deportment, and that they observe all the regulations of the asylum.

5. That the superintendent may be acquainted with the character and wants of each case, under her care, she shall communicate her knowledge of any fact or circumstance, important to their medical or moral treatment.

6. She shall often accompany the superintendent in his regular visit to the wing occupied by the women, and occasionally to that occupied by the men, as well as to the various domestic offices of the house, with the view of securing the faithful service of all persons employed, the neatness and good order of their respective departments, and the comfort and welfare of the whole household.

7. She shall keep an account of the various articles manufactured for the house, and shall have charge of fancy articles made by the patients, and for sale.

## DUTY OF THE ATTENDANTS AND ASSISTANTS.

### DUTY TO OFFICERS.

1. All persons employed in the asylum, shall accustom themselves to speak well of the officers and the institution, and treat the former, on all occasion, with politeness and respect.

2. They must expect an unceasing observation of the manner of performing their respective duties, and receive the suggestions of an officer in regard to deficiencies or improvements kindly and without offence.

### DUTY TO EACH OTHER AND THEMSELVES.

1. In the first place, self-respect is enjoined upon all. Each one is responsible in his or her department, and should be ambitious to do their duties to entire acceptance.

2. Their dress shall always be neat and clean; and they shall avoid all gross or vulgar habits. The men shall not wear hats within doors, nor go in shirt sleeves. None shall indulge in loud talking or laughing, nor use profane or vulgar language; nor play at any game with one another; or with patients, excepting at the superintendent's direction.

3. They shall treat each other with politeness and attention, cherish a high sense of moral obligation, and remember that a calm, cheerful deportment befits their employment.

### DUTY TO THE INSTITUTION.

1. It shall be the duty of all persons employed at the asylum to fulfil their engagements scrupulously as to the time of service, and duty to be performed, agreeable to their respective contracts, and no

one shall discontinue service, without giving at least thirty days' notice in writing to the superintendent or steward.

2. The attendants and assistants shall devote the whole of their time to the asylum. They shall receive no compensation besides their regular wages for any service or labor—nor shall any officer attendant or assistant, be directly or indirectly interested in the purchase of any article for the use of the asylum—nor receive any present or gratuity from any person dealing with the asylum; nor from any patient; nor from any visitor—nor sell anything to a patient.

3. The attendants and assistants shall never leave the asylum without permission from the superintendent or a resident officer under his direction, and shall always return by half-past nine o'clock in the evening, unless leave be expressly given to stay out longer: application for leave of absence, must be made several hours before leaving.

4. It shall be the indispensable duty of the attendants and assistants to secure the perfect and systematic neatness of the asylum, and its inmates. For this purpose, all parts of the building, and all furniture are to be frequently inspected, and any offensive odor, shall be evidence of neglect, or want of timely care.

5. The attendants shall never give up a key, nor let any person into the hall without permission of a resident officer; and no male attendant without such permission, shall enter a female apartment.

6. The attendants shall see that the doors of the halls and rooms, and all doors connected with the centre building, are locked at bed time; and such lights shall be kept through the night as are required by the superintendent. Visiting from one hall or department to another, without business, shall be deemed a violation of duty, and shall not be practiced without special permission from the superintendent, in each case.

#### DUTY OF ATTENDANTS TO PATIENTS.

1. The attendants shall treat the patients with uniform attention and respect; greet them with friendly salutations and exhibit such other marks of kindness and good-will, as evince interest and sym-



pathy. They shall speak in a mild persuasive tone of voice, and never address a patient coarsely or by a nickname.

2. On rising in the morning, the attendants shall see that each patient, confided to his or her care, is washed, hair combed, clothes brushed, and that they are decently dressed for the day, in season for breakfast. Attention shall also be given to the person and dress of each individual during the day, as often as required by disorder, or any want of cleanliness.

The beds are to be properly aired in the morning, and well made; the rooms, halls and stairs carefully swept, and the floors, walls and windows washed when required.

The morning work shall be completed, and the house ready for inspection, in every part, by half-past nine o'clock, from April to September, both inclusive, and by ten o'clock during the rest of the year.

3. The patients are to be soothed and calmed when irritated; encouraged and cheered when melancholy and depressed. They shall never be pushed, collared or rudely handled. To induce them to move, gentle persuasive measures only shall be used; when these fail, information shall be given to the superintendent, or if he be absent, to the assistant physician, or steward.

4. When attendants receive insult and abusive language, they must keep cool, forbear to recriminate, threaten or dictate in the language of authority. *Violent hands shall never be laid upon patients under any provocation, and a blow shall never be returned.* Sufficient force to prevent them from injuring themselves or others, shall always be applied gently. Attendants shall, as far as possible, maintain their authority by kindness of manner, and dignity of deportment.

5. Attendants shall never apply any restraining apparatus to a patient, except by order of the superintendent, or of a resident officer.

6. One attendant shall always be in each hall with the patients, and shall not leave under any circumstances until relieved. Neither shall the attendants retire to their rooms while the patients are in the halls, except for the purpose of adjusting their own clothes.

From the time that patients rise in the morning until they retire at night, they are to be constantly under the supervision of the attendants, who shall endeavor to keep them tidy and warm, prevent improper conduct, bad postures, and to instruct, comfort and amuse them by talking to them, reading to them, and the like.

7. At meals, one or more attendants shall always be present to carve, to distribute the food, and to see that every one has a proper supply, and that they take it in a proper manner.

Care shall also be taken that no patient carry away a knife, fork, or other article from the table, and the knives and forks shall be counted after each meal to prevent any from being lost.

8. Attendants shall never place in the hands of patients, or leave where they can obtain any razor, knife, rope, cord, medicine, or any dangerous weapon or article. Neither shall they deliver any letter or writing from or to a patient without permission of the superintendent, nor retain in their possession, any writing of a patient. The clothes of suicidal patients, and every dangerous article shall be removed from their rooms at night, and each attendant shall always know where every one is of those committed to their charge.

9. When patients ride out, the driver shall see that they do not leave the carriage, nor communicate with persons casually met, nor deliver letters, packages or messages, nor procure weapons, tobacco, or any other articles. He is not to stop and do errands for himself or others, without permission of the superintendent. When patients walk out with an attendant, he shall keep them together, and observe the same rules and precautions as the driver; he shall also particularly avoid going near railroads, canals, precipices, rivers, wells, machinery, or other dangerous places.

10. Attendants shall go to the office for medicine half an hour before each meal, and see that the whole is taken at the time and in the manner directed. Each cup shall be marked with the patient's name; and to prevent patients helping themselves to medicine, within one hour from the time of taking the cups from the office, they shall be cleaned and returned. In going to and from the office, attendants shall not delay in the passage, nor hold any other conversation than to report to the superintendent or assistant physician,

changes in the state of the patients, which they are always to do immediately.

11. Ail damages done by patients, and all their wants as to clothes and other articles, necessary to put these rules in practice, shall be reported *daily* to the superintendent, steward or matron, until they are repaired or obtained.

12. When patients engage in controversy or any improper or exciting topic of discourse, the attendants shall, in a gentle manner, interfere and check them ; should other means fail, and if the quiet and good order of the apartment cannot otherwise be preserved, one or two of the loudest talkers may be placed in their rooms for a short time ; but in such cases the superintendent or assistant physician shall be informed immediately. The conduct and conversation of patients shall not be spoken of to visitors, nor reported by attendants when abroad.

13. Attendants shall look particularly to the comfort of patients in their special charge, visit them late at night and early in the morning ; and in speaking to the patients, of the officers, they shall inculcate respect and confidence in their management.

14. Every patient shall be in charge of some responsible individual at all times, unless permitted to be at large by the superintendent. The person who takes a patient from one of the halls, shall be responsible for their safe keeping until returned to the same, or entrusted by a resident officer to the care of another person ; and no patient shall be permitted to go out of the wings, except in conformity to the directions of the superintendent.

15. Food shall not be carried to the rooms of patients, nor shall any one be absent from the regular meals, except in case of sickness or high excitement, without permission of a resident officer.

#### ENGINEER.

1. The engineer, with his assistant, shall be responsible for the special care of the machinery, gas, heating, and water appliances, but will look to the Superintendent for instructions in the line of his general duties.

2. He shall be careful to see that the water tanks are full at

night, and that the fire plugs and hose, and gas machine and fixtures, are always in perfect order.

3. He shall at no time absent himself from duty, without the consent of the Superintendent, and shall be prompt to make all repairs in his department, when needed and required.

#### FIREMAN.

1. The fireman shall be under the general charge of the Superintendent, but under the more immediate charge of the engineer.

2. During the terms of daily and nightly service, he shall be faithful and vigilant in attending to the fires, in keeping boilers properly supplied with water, and promptly report to the engineer, or in his absence, to the superintendent, all damages to the various fixtures and machinery under their care, and repair the same, so far as practicable and necessary at the time.

3. He shall also maintain systematic order and neatness in his department, perform all the service required of him cheerfully, and never leave his post of duty, until relieved.

#### COOK AND BAKER.

1. The cook and baker shall see to safe keeping and economical use of all the supplies furnished to their departments. They shall see that the food is well cooked and properly distributed, and that nothing is wasted ; that no extra or unusual articles are sent into the wards, except by order of the physicians ; that there is no rude, noisy, or improper conversation or conduct by those engaged in their departments.

In such an establishment where there are large quantities of provisions, and many persons employed, constant vigilance will be necessary to guard against the feeling on the part of some, that it is of no consequence if articles are lost or wasted ; that they belong to the State and are possessed in abundance. Any remark of this kind, or indicating such feeling, should be made known at once to the superintendent.

#### LAUNDRESS.

1. The laundress shall see that the articles to be washed are properly collected, carefully washed, dried and ironed, mended, and correctly distributed, and shall be under the direct superintendence of the Matron.



## WATCHMAN.

1. The watchman shall commence his services each night at nine o'clock, when he shall come to the office for such directions as may be given to him by the physicians or steward.

After ringing the bell in the morning, his duty shall cease until the time for dinner, after dinner, his services shall belong to the institution until sunset, when he shall be released until nine o'clock. During his term of service, he shall be constantly awake, faithful and vigilant in the discharge of his duty.

2. He shall pass regularly through and around the asylum, or such parts of it as he may be directed, for the purpose of observing all occurrences, attending to the fires during the night and in the morning, and guarding against danger therefrom. In his walks, he shall be as silent as possible, and when passing through or around the house, he shall have no light, except in a lantern. If fire is discovered, he shall immediately notify the officers and attendants, but not give a general alarm.

3. He shall visit such of the male patients, at their rooms or otherwise, and administer such medicines as may be directed, and also make such notes of the nightly occurrences, as may be required by the superintendent.

## WATCHWOMAN.

1. The watchwoman shall have the general charge of the wing occupied by the women, and be subject to the same general directions in regard to the time of service, the care of patients, and all the nightly occurrences of her department, as the watchman.

## GARDENER, FARMER AND DRIVER.

1. To the gardener is assigned the special care of the gardens, green-house and garden tools. To the farmer, the farm and stock of all kinds, and the farm teams and utensils. To the carriage driver the horses not used on the farm, the carriage and harness; the latter shall follow the directions of the superintendent in detail, in regard to his duty as carriage driver or coachman.

2. It shall be the duty of each to have everything committed

to their charge, attended to in the best manner. They shall see that the tools, carriages, harness, etc., are kept in good order and repair; that nothing is lost, and that everything is kept in its proper place.

3. They shall follow the directions given to the overseer of shops, in respect to the care of patients that assist them, and be careful that none work too hard, in the rain, or in a way likely to injure them. This will also be observed by all who have the care of patients at work.

#### BUTCHER, DAIRYMAN AND LABORERS.

1. The butcher, dairyman and laborers shall be subject to such regulations as may be given from time to time by the superintendent.

#### STATED HOURS FOR MEALS.

1. The morning signal for rising, shall be given at five o'clock, A. M., in May, June, July and August: at half-past five in March, April, September and October: and at six in November, December, January and February.

All persons who have duties to perform in the institution, shall rise in the morning at the signal given.

2. Breakfast shall be placed upon the table precisely one hour and a half after the signal; *i. e.*, in summer at half-past six o'clock, in spring and autumn, at seven, and in winter at half-past seven. Dinner shall be served uniformly at half-past twelve, and tea at six, P. M., during the year.

3. The asylum shall be closed at ten o'clock every night, at which time the attendants and assistants shall all retire to their apartments.

#### ATTENDANCE UPON RELIGIOUS SERVICES.

1. Sunday shall be observed as a Sabbath or day of rest and quiet at the asylum.

The buildings and grounds shall not be exhibited to visitors on this day; nor shall any visitors be admitted into the halls or rooms of patients or attendants.

2. All persons employed in the asylum who are well, and

can be spared from their duties, shall attend religious services in the chapel on the Sabbath.

3. The attendauce of patients on religious worship, shall be under the direction of the superintendent.

#### MISCELLANEOUS RULES.

1. The use of intoxicating drinks or beverages will not be tolerated; and any single instance of indulgence in either, except when prescribed or allowed by one of the physicians, will be held as grounds for prompt dismissal. The use of tobacco in any way, while not positively interdicted, will be constantly discouraged. Smoking will not be allowed, except in the offices, boiler room or out of doors.

2. Profane or obscene language will not be allowed. Idle conversation and coarse jests will always be regarded as most improper and reprehensible.

3. Every employe of this institution, when accepting a position, will be understood as cordially and unreservedly agreeing to give an earnest co-operation in every duty tending to its prosperity and welfare: to yield implicit respect and obedience to authority, and to use unremitting vigilance and industry in the discharge of all requirements and trusts.

4. Unvarying self-respect is enjoined upon all: while each will be expected and required to observe and practice a courteous and polite behavior toward all others.

5. Personal neatness and cleanliness of habit as far as may be possible in the nature of any particular employment, will be insisted upon, and the opposite not tolerated.

6. No one when unemployed will be allowed to loiter or lounge about the place of business of another; and while the interchange of amenities and reciprocities in visiting and assisting one another will be cheerfully allowed on all proper occasions, they must in all instances be by the permission of the officer on duty and in charge of the institution at the time.

7. All will be expected to entertain and manifest in every proper way a becoming interest in the well being and comfort of others in whatever capacity connected with the institution.

8. All daily duties are to be performed faithfully and regularly, and all calls and signals obeyed with cheerfulness and alacrity.

9. Any one observing any impropriety or dereliction on the part of another will report it at once to the officer in charge at the time, being careful only to state facts, and remembering that the informer will be held to the strictest accountability for the truth in all such cases.

10. Visitors are not to be shown through the wards or grounds or any part of the building at any time without express permission from the proper authorities, and not at all on the Sabbath.

11. The management of the institution in any department is not to be criticised or reflected upon by an officer or employe at any time, nor the conversation or conduct of patients or others to be detailed abroad.

12. No officer or employe shall be interested directly or indirectly, in any contract for the supply of the asylum, or receive any present or gratuity that might influence their official conduct.

13. Visitors will be admitted to the institution upon tickets procurable from His Excellency the Governor of the State, the President, or any member of the Board of Trustees, subject to such conditions as said tickets may specify.

These Rules and Regulations may be repealed, supplemented, or amended at any regular meeting of the Board, as provided for in section 312, Revised Statutes.



## ACT XIX.

AN ACT to provide for the admission of patients to, their maintenance in, and their discharge from the State Lunatic Asylum.

### SECTION

1. Who may be admitted.
2. Any reputable person may file information concerning persons supposed to be insane, and gives form of oath.
3. Prescribes the duties of the County Judge when cases of insanity are reported, and gives form for taking testimony.
4. County Judge, after a hearing of the case, shall forward to Superintendent of Insane Asylum all testimony and interrogatories.
5. Prescribes duties of Superintendent of Asylum after receiving decisions of County Judge.
6. On receipt of notice from Superintendent of Asylum of readiness to receive insane persons, County Judge shall issue warrant to sheriff to take and deliver insane persons to Asylum.
7. Sheriff, or any person deputized, shall immediately execute the warrant or order of the County Judge.
8. On delivery of insane person to Asylum, the Superintendent endorses on warrant the date of receipt.
9. Any insane person, a citizen of the State, whose estate will not maintain himself and his natural dependents, may be admitted to asylum at public expense.
10. Any insane person, a citizen of the State, possessing means to support himself and natural dependents, may be admitted to Asylum for safe keeping and treatment; also provides terms for services, etc.
11. Persons acquitted of crime on account of insanity not admitted unless proved to have been insane at time crime was committed.
12. Convicts not admitted to Asylum during their term of service, but to be treated inside of the Penitentiary.
13. Different degrees of insanity classified.
14. Prescribes duties of Superintendent where application is made for admission when there is no "unoccupied or available" room in Asylum. No appeal, except to Board of Trustees, from decision of Superintendent.
15. When Superintendent deems it proper to discharge an inmate he shall notify Judge of County Court of the fact—gives forms of notice.
16. Duties of County Judge when notified of discharge of an inmate from his county.
17. Sheriff, or person deputized to deliver insane persons to the Asylum, required to see that clothing of kind and quality prescribed by law is furnished, or an equivalent in money deposited with the Superintendent, to supply any deficiency.
18. Each county of the state chargeable with all expenses of delivering to and from the Asylum of insane persons from their respective counties. Penalty prescribed for attempting to introduce persons into the Asylum contrary to the provisions of this Act.
19. When ready to receive patients, Superintendent to apportion to each county its pro rata—taking last United States census as basis as to number of inhabitants.
20. Act to be in force from passage.

*Be it enacted by the General Assembly of the State of Arkansas:*

SECTION 1. That any citizen of the State of Arkansas, or resident of said State, who may be, or hereafter become insane, may be admitted to the State Lunatic Asylum as a patient, proper proof having been made, and proceedings had, according to the provisions of this Act.

SEC. 2. Whenever it shall appear that any person, entitled to admission to the State Lunatic Asylum, is insane, any reputable citizen of the State may file a written statement with the County and Probate Judge of the county in which such supposed insane person may reside, which statement shall be substantially as follows:

I, ....., hereby certify that ....., a citizen or resident of ..... county, State of Arkansas, is, to

the best of my belief, insane, and that he (or she) ought to be committed to a State Lunatic Asylum for care and treatment, as his (or her) being at large is dangerous to the community, or prejudicial to his (or her) chances of recovery from his (or her) condition of mental disorder.

[Signed.] .....

Sworn to, and subscribed before me this .....day of  
....., 188.....

[Signed.] .....

County and Probate Judge.

SEC. 3. Any County and Probate Judge with whom a citizen's statements may have been filed, as set forth in Section 2 of this Act, shall appoint a time, as soon thereafter as may be practicable, for hearing, and at such time appointed, shall proceed to hear the testimony of such competent witnesses as may be produced at such hearing, and in addition to the testimony of such witnesses, shall cause such alleged insane person to be examined by one or more regular practicing physicians, of good standing, who shall present in writing to such County and Probate Judge, a sworn statement of the result of his or their examination, including the following interrogatories, with their answers, as part of the same :

1. Where does ..... reside at the present time?

[Answer.]

2. How long has he (or she) been a resident of the State of Arkansas? [Answer.]

3. Where was he (or she) born? [Answer.]

4. What is his or her age? [Answer.] \

5. Of what race or nationality were his (or her) immediate ancestors? [Answer.]

6. What is his or her civil condition? [Answer.—Married, single or widowed.]

7. (If a woman,) how many children have been born to her? [Answer.]

8. At what time was the last child born to her? [Answer.]

9. What is, or has been, his (or her) principal occupation? [Answer.]

10. How long has he (or she) manifested symptoms of mental derangement? [Answer.]

11. What were the first symptoms, acts or words which caused a suspicion of mental derangement in his (or her) case? [Answer.]

12. What are the more prominent manifestations which characterize the present condition of his (or her) mind? [Answer.]

13. Has he (or she) manifested any disposition to do violence to self or others, or to destroy clothing, furniture, or property of any kind? [Answer—state facts.]

14. Is he (or she) a person of more or less than ordinary education? [Answer.]

15. Is he (or she) a professor of Christianity, or has he (or she) ever been such? [Answer.]

16. Was he (or she) regarded by his (or her) neighbors and acquaintances, when in his (or her) normal condition, as more or less than ordinarily intelligent? [Answer.]

17. Has he (or she) ever suffered great bodily pain, sickness, injury or violence? [Answer—particulars.]

18. Has he (or she) ever been subject to fits of any kind? [Answer.]

19. Has he (or she) ever indulged habitually or occasionally in the use of intoxicating liquors to excess? [Answer.]

20. Has he (or she) habitually an appetite for tobacco, opium, morphine, laudanum, or any other drug? [Answer—state facts fully.]

21. Has he (or she) experienced any great shock or strain of mind recently? [Answer.]

22. Were his (or her) parents or grandparents, or any of them, ever intemperate, insane, or subject to fits? [Answer—give all facts as far as known.]

23. Is there now, or has there been, any one of his (or her) immediate relatives insane, intemperate, epileptic or hysterical to a marked degree? [Answer—state all facts.]

24. Has he (or she) been treated medically with a view to remedying his (or her) mental derangement? [Answer, by what physician, and in what manner, if practicable.]

25. Is he (or she) free from any loathsome or infectious disease? [Answer.]

26. Has he (or she) more than sufficient estate for the support of his (or her) natural dependents? [Answer.]

SEC. 4. If it shall appear to the said County and Probate Judge, upon his hearing of all the testimony in the case, and from the statement of the physician or physicians, as indicated in the preceding Section, that the original statement filed with him, by the said citizen, is true, he shall so decide; and shall, without delay, transmit to the Superintendent of the State Lunatic Asylum his decision in writing, with copies of the original statement filed with him by said citizen, and of the statement of said physician or physicians, including the interrogatories and answers, as heretofore specified.

SEC. 5. The Superintendent of the State Lunatic Asylum, on receipt of the decision of the said County and Probate Judge, with the copies of the original statement by the said citizen, and statement of said physician or physicians, as heretofore prescribed, shall immediately notify the said County and Probate Judge of his readiness to admit the said insane person into said Asylum, if there be room unoccupied; but if there be not room unoccupied, he shall notify the said County and Probate Judge of the fact, and shall return to him the copy of his decision, with the accompanying papers, endorsed



accordingly ; and he shall enter upon an appropriate page of the register of said Asylum, the name of the said insane person, and the name of his (or her) county, in the order in which the decision of the said County and Probate Judge was received, and he (or she) shall be entitled to precedence of all who may come thereafter.

SEC. 6. On receipt of notice from the Superintendent of the State Lunatic Asylum, of his readiness to admit said insane person into said Asylum, the County and Probate Judge to whom such notice is directed, shall, immediately issue a warrant or order, with the seal of his office attached, commanding the sheriff of his county, or suitable deputy, to take the said insane person into custody, and deliver him (or her), without delay, to the Superintendent of the State Lunatic Asylum of Little Rock.

SEC. 7. The sheriff of any county, or any person deputized by the County and Probate Judge, to whom a warrant or order, properly issued, may come, commanding the arrest and delivery to the Superintendent of the State Lunatic Asylum of any insane person, shall proceed without delay to execute such warrant or order, and may call to his assistance such physician, nurse, or other person as the said County and Probate Judge may indicate, as necessary for the safe and judicious transfer of the person to be so arrested and delivered, and shall deliver the said insane person as directed, without unnecessary force, restraint or publicity, by the most direct and practicable route and method of travel.

SEC. 8. Whenever any sheriff, or any person deputized for the purpose, shall deliver any person duly admitted and accepted to the Superintendent of the State Lunatic Asylum, the Superintendent shall endorse the warrant upon which such person was delivered, as follows :

“Received the person within named this ..... day of ..... 188..., attended by ....., sheriff (or deputy), and..... .., assistant. Signed ....., Superintendent.”

SEC. 9. Any citizen or resident of the State of Arkansas, duly found to be insane, according to the proceedings specified in this Act, may be admitted into the State Lunatic Asylum, if there be unoccupied room ; and if it appear upon examination, as specified in Section 3 of this Act, that said insane person has not more than sufficient estate for the support of his (or her) natural dependents, he (or she) may be maintained, treated and otherwise cared for in said asylum, at the public expense, till removed, as hereinafter provided.

SEC. 10. Any citizen or resident of the State of Arkansas, duly found to be insane, according to the proceedings specified in this Act, may be admitted into the State Lunatic Asylum, if there be unoccupied room upon conditions, to-wit : If he (or she) has been found upon examination, as specified in Section 3 of this Act, to possess estate, over and above all indebtedness,

more than sufficient for the support of all his (or her) natural dependents, his (or her) natural or legally constituted guardian shall pay to the Treasurer of said Asylum, in advance, an amount equal to six (6) months board, at a rate not exceeding four (4) dollars per week, except as hereinafter provided; shall obligate himself, or herself, in a sufficient bond, to pay all damages which said insane person may do to the building or furniture of said asylum, not exceeding twenty (20) dollars; shall supply him (or her) with sufficient and suitable clothing, as may be required by the Superintendent, and shall remove him (or her) when so required and notified by the President of the Board of Trustees and Superintendent of said Asylum. The natural or legally constituted guardian of said insane person may contract with the Superintendent for special attentions to him (or her) at an additional rate not exceeding the amount of fifteen (15) dollars per week, as may be agreed. In case of the death or removal of said insane person, before the expiration of the time for which any payment may have been made, the Treasurer of said Asylum shall refund to the natural or legally constituted guardian of said insane person, an amount proportional to the unexpired time, for which such payment had been made, provided that indigent persons who are not able to pay, or who have no estate out of which to pay such expenses, shall have preference over those who have such estate.

SEC. 11. No person acquitted of crime on the ground of insanity, nor other person, shall be admitted into the State Lunatic Asylum, unless he (or she) shall have been duly found to be insane according to the provisions of this Act.

SEC. 12. No person having become insane during any term of service or confinement in any penal institution, on account of crime, whereof he (or she) may have been duly convicted, shall be admitted into the State Lunatic Asylum during such term of service or confinement, but shall be treated for that disease inside of the wall of the penitentiary.

SEC. 13. All persons found to be insane, for whom application for admission to the State Lunatic Asylum shall be made in compliance with the provisions of this Act, shall be classified as "acute," "chronic" or "probably incurable," such classification to be determined by the duration of the disease, and such complications as are known to render recovery doubtful, if not impossible. All cases of less than one year's duration, from first recognized symptoms of insanity, shall be classified as "acute;" all cases over one year's, shall be classified as "chronic;" and all cases complicated with epilepsy, original imbecility or feeble-mindedness, deformities of skull from injuries, old age, or general paralysis, shall be classified as "probably incurable;" and a reasonable discrimination shall be made by the authorities in

charge of the Asylum in the admission of insane persons in favor of, first, "the acute," second, "the chronic," and third, "the probably incurable," provided that no person of either classification shall be refused admission, as long as there is unoccupied room for patients in the Asylum. But no idiot, nor congenital imbecile, nor epileptic person, not otherwise insane, shall be admitted or retained in said Asylum, after the fact of such condition becomes apparent to the Superintendent, under any circumstances.

SEC. 14. Whenever application is made for the admission of an insane person, according to law, and there is, at the time, no unoccupied or available room in the asylum, if it shall appear from the history of the case presented, that it is "acute" and uncomplicated, the Superintendent shall, as soon as practicable, make room for the admission of such patient, by discharging some one inmate belonging to the "probably incurable" class, if such there be in the Asylum, or one belonging to the "chronic" class, if there be no one dischargeable from the third class; but in making such selection for discharge, the Superintendent shall discriminate and discharge such an one as may have been longest in the Asylum, if not violent or dangerous to the community, or such an one as may be the least dangerous to the community, or whose discharge will effect the least public inconvenience or cost: and no appeal shall be had from the decision of the Superintendent of the Asylum in matters of admission and discharge of inmates, except to the Board of Trustees of the Asylum, who may direct the Superintendent to admit or discharge any person under any circumstances not involving a violation of the law.

SEC. 15. When, by reason of recovery, or necessity for the benefit of an insane person of the "acute" class, the Superintendent of the State Lunatic Asylum thinks proper to discharge any inmate of the Asylum, he shall send an official notice to the County and Probate Judge of the county from which such inmate was committed, by mail, which shall be substantially as follows:

"STATE LUNATIC ASYLUM, LITTLE ROCK, ARK., ..... , 188....

To the County and Probate Judge of ..... County: You are hereby notified that ....., an inmate of this Asylum, who was admitted from ..... county on ..... day of ....., 18..., is this day registered for discharge, (because of recovery, or to make room, or whatever circumstances govern the case,) and you are requested to cause his (or her) immediate removal. The sheriff will, or not, need the assistance of ..... persons for his (or her) safe return to your county.

[L. S.] (Signed) ....., Superintendent."

SEC. 16. The county and probate judge of any county in the



State of Arkansas, who may receive official notice from the Superintendent of the State Lunatic Asylum, that an inmate from the county of which he is county and probate judge has been registered for discharge, and a request to cause the removal of such inmate, shall forthwith issue a warrant or order to the sheriff, or a suitable person whom he may deputize to perform the service, commanding him to remove such inmate without delay, and authorizing him to employ such assistance as the Superintendent's notice may indicate, if any. The said county and probate judge shall, at the same time, notify the guardian, family or immediate relatives of the person so discharged from the Asylum (if he or she have any) of such discharge, and the sheriff, or person deputized, as hereinbefore indicated, shall deliver the person so discharged to his (or her) guardian or home, if he (or she) have such guardian or home, still in the county, or to such party and place in the county as may be provided for the further custody and maintenance of the person so discharged, if he (or she) be not recovered and capable of taking care of himself (or herself); and shall make due return of his warrant when executed; provided that nothing herein specified shall prevent an inmate of the Lunatic Asylum, who may have recovered his or her reason, from being unofficially removed from the Asylum by consent of the Superintendent, or any person being removed by their friends with the consent of the Superintendent, or by direction of the Board of Trustees of said Asylum. But notice of such removal shall be sent at once to the county and probate judge of the county from which such person so removed was committed.

SEC. 17. Any sheriff or deputized person, who may be commissioned to transfer and deliver a person declared insane, to the State Lunatic Asylum, from any county in the State of Arkansas, shall, before delivering such person to the Superintendent of said Asylum, see that the person so to be delivered, is provided with sufficient and suitable clothing, which shall consist of not less than two shirts, two pairs drawers, two pairs socks, one pair shoes, one pair pants, one vest and one coat, for men; two chemises, two skirts, two waists, two pairs drawers, two pairs stockings, two dresses, one shawl and one bonnet, for women, which shall be clean and in good order, as good as new; or, if more convenient, the sheriff may deposit with the Superintendent sufficient funds to enable the Asylum to furnish any deficiency found to exist in the supply of clothing brought with the person, because of quantity or quality of same, the amount of which deposit the Superintendent shall indorse upon the Sheriff's warrant as received.

SEC. 18. Each county in the State of Arkansas shall be chargeable for all expenses of commitment, delivery to and removal from the State Lunatic Asylum, of persons resident of the respective counties, and shall reimburse the sheriff for money deposited with

the Superintendent for deficiencies of clothing of patients, in accordance with law.

SEC. 19. That if any person or persons shall, in anywise, attempt to introduce any person into this institution contrary to the provisions of this Act, such person or persons shall be guilty of a misdemeanor, and, upon conviction thereof, shall be fined in any sum not less than fifty (50) nor more than three hundred (300) dollars.

SEC. 20. For the purpose of more fully carrying out the provisions of this Act, it shall be the duty of the Superintendent of the Asylum, as soon as the building is ready to receive patients, to apportion to each county the number of patients it will be entitled to take in as the terms of the proportion: the number of inhabitants in the State, the number in the county, and the number of patients the institution will accommodate, the last census taken by the United States to be the basis as to number of inhabitants. He shall immediately notify the county judge of each county of the number of patients the county is entitled to, and in all cases each county shall be entitled to the number apportioned to it, to the exclusion of any other patients.

SEC. 21. This Act shall take effect and be in force from and after its passage.

Approved February 17, 1883.







